

724510/05/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES RESOURCES ANALYST (RESOURCE PLANNING DIVISION)

DEFINITION

Under direction, to participate in resources planning and analysis; computer systems planning, development, and data management; and to do related work as required.

REPORTS TO: Utilities Resources Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Principal Resources Analyst. May exercise direct supervision, or have lead responsibility on a project basis, over para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the development of criteria and assumptions for system planning and analyses.
- Perform assigned studies to analyze and characterize system load characteristics and trends; identify factors influencing system load growth and the level of influence of such factors; develop load projections, various load duration and resource requirements data, and determine resources to efficiently and economically serve system loads.
- Develop computer systems and software to analyze and evaluate power resource needs and resources and to efficiently manage and utilize power resources.
- Develop and implement procedures and practices for establishment and management of data systems, resource management systems, and resource planning systems.
- Assist in development and implementation of policies and procedures related to resource planning and management.
- Assist in, and undertake, development of reports, graphic materials, information methods and media, and in making presentations of resource reports.
- Serve on departmental and interdepartmental committees related to coordination of computer systems evaluation, selection, utilization, and management.
- Serve as a representative of the city to utility organizations, project committees, or other related organizations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of utility resource planning and project development.
- Technology of resource planning, analysis, and operation.
- Resource scheduling and dispatching procedures.
- Economics and financing practices related to utility operations.

- Principles of life cycle economic analysis and cost allocation for power resources facilities and systems.
- Load analysis and load forecasting techniques and principles.
- Computer systems development, operation, and management.
- Software development and utilization.
- Data development, utilization, and management.
- Statistical analysis.

Ability to:

- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.
- Perform and complete comprehensive assignments in an efficient and timely manner.
- Interpret and evaluate results of calculations and analyses to determine validity, practicality, and applicability of results.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with utility staff, other City Departments, and associates in other utilities and utility associations.
- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelors degree from an accredited college or university with major coursework in engineering, economics, business, finance, computer science or other field which could provide the necessary skills. Additional qualifying experience may be substituted for the required education on a year for year basis.

Experience: At least two years of progressively responsible experience in resource planning, production facilities operation; scheduling and dispatching of resources; and resources development, including computer systems planning, development and application.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Resource Analyst

TO: Utilities Senior Resource Analyst